

Reporting Schedule for Candidates

Code of Virginia §24.2-916

Candidates not Running for Election this Year:

Activity Beginning	Activity Ending	Report Due
January 1, 2004	June 30, 2004	July 15, 2004 (non-election year local candidates elected in May do not have to file this report)
July 1, 2004	December 31, 2004	January 13, 2005*

Candidates Participating in the November 2004 Election:

Activity Beginning	Activity Ending	Report Due
January 1, 2004	March 31, 2004	April 15, 2004
April 1, 2004	May 26, 2004	May 31, 2004
May 27, 2004	June 30, 2004	July 15, 2004
July 1, 2004	August 31, 2004	September 15, 2004
September 1, 2004	September 30, 2004	October 15, 2004
October 1, 2004	October 20, 2004	October 25, 2004
October 21, 2004	November 25, 2004	December 2, 2004
November 26, 2004	December 31, 2004	January 14, 2005*

Candidates Participating in the May 2004 Election (§24.2-917):

Activity Beginning	Activity Ending	Report Due
January 1, 2004	*If Primary Called January 30, 2004	*If Primary Called February 2, 2004
*If Primary Called January 31, 2004	April 22, 2004	April 26, 2004
*If No Primary Called January 1, 2004		
April 27, 2004	June 10, 2004	June 15, 2004
June 11, 2004	June 30, 2004	July 15, 2004
July 1, 2004	December 31, 2004	January 14, 2005*

***January 14 and 15, 2004 fall on non-business days**

***Special Election (§24.2-918):**

Activity Beginning	Activity Ending	Report Due
Inception	11 days Before Special Election	Eight Days Before Special Election
Seven Days Before Special Election	25 Days After Special Election	30 Days After Special Election

Where to file Contributions and Expenditures Reports (§24.2-915):

- ✓ General Assembly candidates who file electronically must file with the State Board of Elections **only**.
- ✓ General Assembly candidates who file on paper must postmark their reports by the reporting deadline and send to the State Board of Elections **and** their county or city Electoral Board.
- ✓ Candidates for local offices must file with their county or city Electoral board **only**.
- ✓ Candidates for shared local constitutional offices file **only** with the Electoral Board of the county or city where they are registered to vote.

Large Pre-Election Contributions (§24.2-919):

All candidates shall report within 24 hours any contribution of more than \$500 received between:

(i) The thirteenth day preceding a June primary and the primary date;

***Candidates running unopposed** in a **Primary** election are not required to report Large Pre-Election Contributions.

***Candidates for Political Party Nomination by Method Other Than a Primary:**

Candidates for General Assembly or any local office must report by the end of the next business day any contribution of more than \$500 received between the 13th day immediately preceding the nominating event and the day of nomination by caucus, mass meeting, convention, or other method where the nominations shall be finally determined pursuant to the rules of the party; or between the 13th day immediately preceding any caucus, mass meeting, convention or other method at which delegates are chosen who are bound to support a specified candidate (on at least one ballot) at a subsequent district convention required as part of the nominating process and the day that meeting is held.

(ii) The thirteenth day preceding a November election, or;

(iii) The eleventh day preceding any other election in which the individual is a candidate.

*****Contributions received on the day immediately preceding the election must be submitted on the same day. Any reports received on Election Day will be considered late and subject to fines.**

Where to file Large Pre-Election Contributions:

- ✓ General Assembly candidates, who report Large Pre-Election contributions electronically, file with the State Board of Elections **only**.
- ✓ General Assembly candidates, who report Large Pre-Election contributions on paper, file by fax with the State Board of Elections **and** their county or city Electoral Board.
- ✓ Candidates for local offices file Large Pre-Election contributions on paper with their county or city Electoral board.
- ✓ Candidates for shared local constitutional offices file Large Pre-Election contributions on paper **only** with the Electoral Board of the county or city where they are registered to vote.

*****Large Pre-Election contributions must also be reported on the candidate's next regularly filed contributions and expenditures report.**

Please visit our web site at www.sbe.state.va.us or contact the Campaign Finance Division at 804/786-6551 or 800-552-9745 or by email at cfda@sbe.virginia.gov if you have any questions.